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Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

FROM : Management Officer, Organization & Methods Service

SUBJECT: Regulatory Revisions, Organization and Methods Service.

DATE: 20 March 1953

Reference : Memorandum of SA to DD(A) dated March 11, 1953.

1. Organization and Methods Service should and will assume basic responsibility for continuing review and revision of the sections of the Agency Regulations pertaining to CIA organization and functions.

2. As you know, we are planning to issue a brochure on the services available from the O&M Service Staff and the manner in which various Agency components can secure these services. It is planned to send this brochure to the Deputy Directors, Assistant Directors, Staff and Division Chiefs, accompanied by a letter from the Director which will emphasize the need for management improvement, place the appropriate responsibility on Assistant Directors and all other supervisors and outline the function of the O&M Service.

3. It might be well to have a section of the regulations designated O&M. To begin with, I would suggest that the substance of the Director's letter and of the brochure be included after they have been issued.

4. I do not think it wise just to do some writing for the sake of having something in the Regulations, but I am sure as time goes on definite needs will become apparent and the material should be written at that time. For instance, it might be well to outline the President's Management Improvement Program and the part the Agency must take therein. Probably the proper time would be after the Director of the Budget has issued his new directive.

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W. L. PEEL

Attachment:

1. Memorandum dtd. 11 March 1953

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